



**State of Hawaii  
Department of Health  
Child & Adolescent Mental Health Division  
Hawaii Family Guidance Center  
Hilo, Island of Hawaii**

**Public Health Administrative Officer**

**\$3,335-\$3,905 monthly, commensurate w/ training and experience**

Advises and assists the Center Chief and professional staff on matters relating to fiscal and personnel management; manages building operations, develops safety programs and refer difficult or unusual problems to appropriate agencies for assistance; and supervises clerical personnel.

**Preferred Qualifications**

**EDUCATION:** Graduation from an accredited college or university.

**EXPERIENCE:** One and one-half (1-1/2) years of experience which required a high degree of analytical skills, e.g. management analyst, program analyst. In addition, one (1) year of such experience in a public health program.

Knowledge of management principles, practices, methods, and skill in integrating management services with line management in public health agency.

Ability to assist in the analysis and formulation of public health projects and operational details; maintain effective liaison, cooperation and adherence to program plans, policies, and procedures; communicate effectively, both orally and in writing.

**LICENSE:** Valid driver's license.

**Who May Apply**

Citizens, permanent resident aliens, or nationals of the United States; and non-citizens with unrestricted employment authorization from the U.S. Immigration & Naturalization Service.

**How to Apply**

Submit your resume to:

Hawaii Family Guidance Center  
Attn: Keli Acquaro, Branch Chief  
65-1230 Mamalahoa Hwy, Ste A-11  
Kamuela, HI 96743

Recruitment is continuous until needs are met.

**Other Information**

For additional information, you may call Keli Acquaro at 808-887-8105.